



Asset Receiving Entry — INPR — New Procurement

Overview

The Property Accountability module Asset Management Receiving process provides the ability to receive assets to DPAS.

The assets are either Serially managed (individual asset - one at a time), Component managed (a part of a total asset - one at a time, linked to the Higher Assemblage), or Bulk managed (group of assets - multiple assets at a time).

Navigation

Asset Management > Receiving > Asset Receiving > Type Action drop-down field > Type Action INPR — Inventory New Procurement > Asset Receiving Tabs page

Procedures

Add an Asset

Selecting  at any point of this procedure removes all revisions and closes the page.

Bold numbered steps are required.

1. In the Asset Management menu, choose Receiving. The **Asset Receiving Data Entry** page appears.
2. Use  to select the Type Action **INPR — Inventory New Procurement**
3. Select . The **Basic** tab displays.
 - A. Use  to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.
 - B. Use  to select the Cond Cd.
 - C. Enter the DOC NBR, or use  to browse for the number. *This is a 14 alphanumeric character field.*
 - D. Use  to select the Asset Cd.



End Item Serial

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry	
Basic							
Stock Nbr	0G8R078I		Doc Nbr	<input type="text"/>			
UI	EA		*Asset Cd	K -Equipment			
Item Desc	MONITOR 17 INCH		i Sys Id	<input type="text"/>			
Type Action	INPR - New Procurement		Cptl Cd	A-DoD Threshold			
*Qty	<input type="text" value="1"/>		Asset Sts	U-In Use			
*Acq Dt	<input type="text" value=""/>		Local Rcpt Dt	4/9/2025			
*Cond Cd	A-Svcbl(w/o Qual)		Rcvd By	<input type="text"/>			
Origl In Svc Dt	4/9/2025		Remarks	<input type="text"/>			
IRAPT/WAWF Shpmt Id			History Remarks	<input type="text"/>			
Attachments	No Attachments Available						
<input type="button" value="Add"/>							
						<input type="button" value="Cancel"/>	<input type="button" value="Reset"/>

- a. The QTY automatically populates and is not editable.



Component

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Basic						
Stock Nbr	7025032057818		Doc Nbr	<input type="text"/>		
UI	EA		*Asset Cd	K -Equipment		
Item Desc	MONITOR/COMPONENT		i Sys Id			
Type Action	INPR - New Procurement		Cptl Cd	A-DoD Threshold		
*Qty	1		Asset Sts	U-In Use		
*Acq Dt	<input type="text"/>		Local Rcpt Dt	4/9/2025		
*Cond Cd	A-Svcbl(w/o Qual)		Rcvd By	<input type="text"/>		
Origl In Svc Dt	4/9/2025		Remarks	<input type="text"/>		
IRAPT/WAWF Shpmt Id			History Remarks	<input type="text"/>		
Attachments	No Attachments Available					
<input type="button" value="Add"/>						
						<input type="button" value="Cancel"/>
						<input type="button" value="Reset"/>

- a. The QTY automatically populates and is not editable.



Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry	
Basic							
Stock Nbr	BULKSENSITIVE					Lot Nbr	<input type="text"/>
UI	EA					Expr Dt	<input type="text"/>
Item Desc	BULK AND SENSITIVE					Local Rcpt Dt	4/9/2025
Type Action	INPR - New Procurement					Rcvd By	<input type="text"/>
*Qty	<input type="text"/>					iRAPT/WAWF Shpmt Id	
*Acq Dt	<input type="text"/>					Attachments	No Attachments Available
*Cond Cd	A-Svcbl(w/o Qual)					<input type="button" value="Add"/>	
Doc Nbr	<input type="text"/>					Remarks	<input type="text"/>
*Asset Cd	K-Equipment					History Remarks	<input type="text"/>
i Sys Id	<input type="text"/>						
						<input type="button" value="Cancel"/>	<input type="button" value="Reset"/>

- a. Enter the QTY in the field provided. *This is a 6 numeric character field.*
4. Select Catalog. *The **Catalog Tab** displays.*
 - A. Enter the MFR DATA, or use  to browse for the entry. *This is a 36 alphanumeric character field.*
 - B. Enter the MFR YR in the field provided. *This is a 4 numeric character field.*



End Item Serial

Basic		Catalog		Accounting		Contract		Depreciation		Agency		Asset Entry	
Manufacturer													
Stock Nbr	0G8R078I			Mfr Yr	<input type="text"/>								
UI	EA			Mfr Model Nbr									
Item Desc	MONITOR 17 INCH			License Managed									
Type Action	INPR - New Procurement			Mfr Part Nbr									
Catalog Pilferable	No			*UII Sts Cd	Select an Item <input type="button" value="v"/>								
Asset Pilferable	<input type="checkbox"/>			CAGE Cd									
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> <input type="button" value="Q"/>			Non-Actbl									
Mfr Name				Supply Category Management Cd	-								
												Cancel	Reset

- a. Use  to select the UII Sts Cd.

Component

Basic		Catalog		Accounting		Contract		Depreciation		Agency		Asset Entry	
Manufacturer													
Stock Nbr	7025032057818			Mfr Yr	<input type="text"/>								
UI	EA			Mfr Model Nbr									
Item Desc	MONITOR/COMPONENT			License Managed									
Type Action	INPR - New Procurement			Mfr Part Nbr									
Catalog Pilferable	No			*UII Sts Cd	Select an Item <input type="button" value="v"/>								
Asset Pilferable	<input type="checkbox"/>			CAGE Cd									
i *Mfr Data	<input type="text" value="Select A Manufacturer"/> <input type="button" value="Q"/>			Non-Actbl									
Mfr Name				Supply Category Management Cd	-								
												Cancel	Reset



a. Use  to select the UII Sts Cd.

Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Manufacturer						
Stock Nbr	BULKSENSITIVE	Mfr Yr	<input type="text"/>			
UI	EA	Mfr Model Nbr				
Item Desc	BULK AND SENSITIVE	License Managed				
Type Action	INPR - New Procurement	Mfr Part Nbr				
Catalog Piferable	No					
Asset Piferable	<input type="checkbox"/>	CAGE Cd				
i*Mfr Data	<input type="text" value="Select A Manufacturer"/> 	Non-Actbl				
Mfr Name		Supply Category Management Cd				

5. Select Accounting. *The **Accounting Tab** displays.*



Basic Catalog **Accounting** Contract Depreciation Agency Asset Entry

Accounting

Stock Nbr	0G8R078I	Fndng Cost Center Desc	
UI	EA	Task Cd	<input type="text"/>
Item Desc	MONITOR 17 INCH	Job Order Nbr	<input type="text"/>
Type Action	INPR - New Procurement	LOA	<input type="text"/>
*Fund Cd/ASN	<input type="text" value="Select an Item"/>	Exp Cd	<input type="text" value="1-Funded"/>
Oblign Doc Nbr	<input type="text"/>	Divy Ord Nbr	<input type="text"/>
Owng Cost Center	<input type="text"/>	Loan Cd	<input type="text" value="G-Government Owned"/>
Owng Cost Center Desc		Lease Cd	<input type="text" value="N-Government Owned"/>
Fndng Cost Center	<input type="text"/>		

- A. Use  to select the Fund Cd/ASN.
 - B. Enter the LOA, or use  to browse for the identifier. *This is a 31 alphanumeric character field.*
6. Select Contract. *The **Contract Tab** appears.*

Basic Catalog Accounting **Contract** Depreciation Agency Asset Entry

Contract

Stock Nbr	0G8R078I	SPIIN	<input type="text"/>
UI	EA	CLIN	<input type="text"/>
Item Desc	MONITOR 17 INCH	SLIN	<input type="text"/>
Type Action	INPR - New Procurement	ACRN	<input type="text"/>
Cntr/PO Nbr	<input type="text"/>		

7. Select Depreciation. The **Depreciation Tab** appears.

Note



If the asset cannot be depreciated, the warning "Depreciation tab may only be used on depreciable assets" appears, and the fields on this tab are all read-only.

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Depreciation						
Stock Nbr	0G8R078I					Prior Deprn SL
UI	EA					Prior Deprn AB
Item Desc	MONITOR 17 INCH					Deprn Util Svc Life
Type Action	INPR - New Procurement					Prior Deprn Util Qty
Activate Depreciation						Deprn Cost Center
*Activation Dt						Deprn Cost Center Desc
*Deprn Period						Deprn Job Order Nbr
Salvage Value						

A. Use  to select the ACTIVATION DT, or enter the date (MM/DD/YYYY) in the field provided.

B. Enter the DEPRN PERIOD in the field provided. *This is a 3 numeric character field.*

8. Select Agency. The **Agency Tab** appears.

Basic Catalog Accounting Contract Depreciation **Agency** Asset Entry

Agency

Stock Nbr	0G8R078I	Office	<input type="text"/>
UI	EA	Active RFID Number	<input type="text"/>
Item Desc	MONITOR 17 INCH	ORDER NUMBER	<input type="text"/>
Type Action	INPR - New Procurement	TASK ORDER	<input type="text"/>
Classification	<input type="text" value="Unclassified"/>		

Note

Any additional fields on this tab varies by agency and are not DPAS controlled.

9. Select Asset Entry. *The **Asset Entry Tab** appears.*

End Item Serial

Basic Catalog Accounting Contract Depreciation Agency **Asset Entry**

Asset Entry

Stock Nbr	0G8R078I	i *Custodian Nbr	<input type="text"/>
UI	EA	Ull	<input type="text"/>
Item Desc	MONITOR 17 INCH	*Serial Nbr	<input type="text"/>
Type Action	INPR - New Procurement	DOD Serial Nbr	<input type="text"/>
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc	<input type="text" value="Select A Location"/>
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc	<input type="text"/>
Asset Id Prefix	<input type="text" value="Select an Item"/>		

- a. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- b. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- c. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- d. Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Component

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
Asset Entry						
Stock Nbr	7025032057818		<i>i</i> *Custodian Nbr	BPG123		
UI	EA		UII			
Item Desc	MONITOR/COMPONENT		*Serial Nbr			
Type Action	INPR - New Procurement		DOD Serial Nbr			
Inv by Serial Nbr	<input type="checkbox"/>		<i>i</i> *Loc	BPG123		
Auto Assign	<input checked="" type="checkbox"/>		Sub Loc			
Asset Id Prefix	Select an Item					
						Save
						Cancel Reset Add

- a. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- b. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
- c. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- d. Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Bulk

Basic	Catalog	Accounting	Contract	Depreciation	Agency	Asset Entry
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Asset Entry

Stock Nbr	BULKSENSITIVE	i *Custodian Nbr	<input type="text"/>
UI	EA	i *Loc	Select A Location
Item Desc	BULK AND SENSITIVE	Sub Loc	<input type="text"/>
Type Action	INPR - New Procurement		

- a. Use  or  to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*
- b. Use  or  to assist with the LOC entry. *This is a 20 alphanumeric character field.*

10. Select . *The new asset is added to the list panel.*





Help Reference Guide

Basic Catalog Accounting Contract Depreciation Agency **Asset Entry**

Asset Entry

Stock Nbr	0G8R078I	i *Custodian Nbr	BPG123 <input type="text"/>
UI	EA	UII	<input type="text"/>
Item Desc	MONITOR 17 INCH	*Serial Nbr	<input type="text"/>
Type Action	INPR - New Procurement	DOD Serial Nbr	<input type="text"/>
Inv by Serial Nbr	<input type="checkbox"/>	i *Loc	BPG123 <input type="text"/>
Auto Assign	<input checked="" type="checkbox"/>	Sub Loc	<input type="text"/>
Asset Id Prefix	BPG123 <input type="text"/>		

Save

	Asset Id	Serial Nbr	Cust Nbr	Loc	Sub Loc	Inv By Serial Nbr	Auto Assign	UII	DOD Serial Nbr
Edit Remove	BPG1230994	ASD456FGH789	BPG123	BPG123		N	Y	18117BROOKS0011	

Cancel Reset Add

